

# PINCONNING AREA SCHOOL DISTRICT

## ELECTION CONSOLIDATION

**January 1, 2013 - December 31, 2016**  
**Public Hearing held January 14, 2013**

Cynthia A. Luczak, Bay County Clerk  
515 Center Avenue, Suite 101  
Bay City, MI 48708  
(989) 895-4280

 **APPROVED**

**Pinconning Area Schools Board Members and Terms of Office**

**President**

Thomas Boetefuer  
1626 N. Garfield Rd  
Linwood, MI 48634  
Term Expires: December 31, 2016

**Vice President**

Ken Foco  
1036 W. Pinconning Road  
Pinconning, MI 48650  
Term Expires: December 31, 2016

**Secretary**

Paul J. Pomaville  
2981 E. Neuman  
Pinconning MI 48650  
Term Expires: December 31, 2014

**Treasurer**

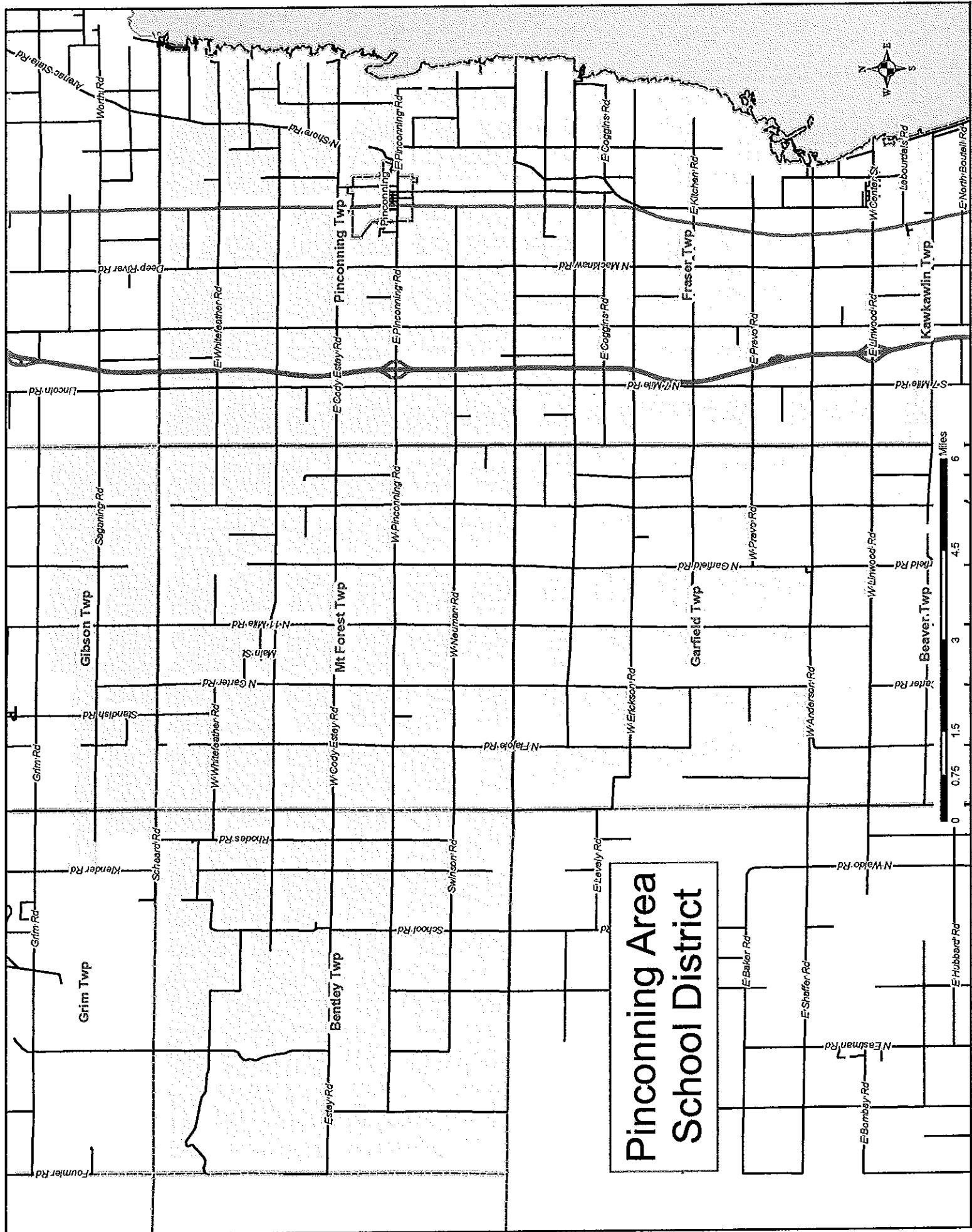
Mike Bauer  
5270 N. Fraser Road  
Pinconning, MI 48650  
Term Expires: December 31, 2014

**Trustees**

Linda Anderson  
3655 N. Nine Mile Rd  
Pinconning, MI 48650  
Term Expires: December 31, 2018

Mark Coutcher  
1601 E. Erickson Road  
Pinconning, MI 48650  
Term Expires: December 31, 2018

Nicole Jones  
320 N. 2<sup>nd</sup> Street  
Pinconning, MI 48650  
Term Expires: December 31, 2016



# Pinconning Area School District

## SCHOOL ELECTION CONSOLIDATION COORDINATING COMMITTEE PINCONNING AREA SCHOOLS

Pinconning Area School District is a K-12 public school district encompassing portions of Bay and Gladwin counties. The school election consolidation committee consists of the Coordinator, Cynthia A. Luczak, Bay County Clerk, Secretary to the Pinconning Area Schools and the clerks of all jurisdictions that wholly or partially fall within the Pinconning Area School District. This plan shall be effective from January 1, 2013 until December 31, 2016.

**The following is a listing of jurisdictions that wholly or partially fall within the district:**

Beaver Township, Stacey Mieske, Clerk, 1850 Garfield Road, Auburn, MI 486,989-662-4996  
Fraser Township, Sally Sherman, Clerk, 1474 N. Mackinaw Road, Linwood, MI 48634,989-697-3820  
Garfield Township, Kimberly Day, Clerk, 1138 W. Erickson Road, Linwood MI 48634,989-879-2552  
Gibson Township, Diane Pieniozek, Clerk, 2179 Bentley Road, Bentley, MI 48613,989-846-4915  
Kawkawlin Township, Greg Petrimoulx, Clerk, 1836 E. Parish Road, Kawkawlin, MI 48631,989-686-8710  
Mt. Forest Township, Crystal Dodge, Clerk, 1705 W. Cody Estey Road, Pinconning, MI 48650,989-879-7575  
Pinconning Township, Beverlene Hribek, PO Box 58, Pinconning, MI 48650,989-879-4018  
City of Pinconning, Terri Hribek, Clerk, 208 Manitou, PO Box 628, Pinconning, MI 48650,989-879-2360  
Bentley Township, Jennifer Buczek, 4426 Estey Road, Rhodes, MI 48652, ,989-879-4158  
Grim Township, Darlene Showalter, Clerk, 6541 Bay-Gladwin Line, Bentley, MI 48613, 989-846-6058

**Pinconning Area Schools Board Members and Terms of Office**

Thomas Boetefuer, 1626 N. Garfield Rd, Linwood, MI 48634, Term Expires: December 31, 2016  
Paul J. Pomaville, 2981 E. Neuman, Pinconning MI 48650, Term Expires: December 31, 2014  
Mike Bauer, 5270 N. Fraser Road, Pinconning, MI 48650, Term Expires: December 31, 2014  
Ken Foco, 1036 W. Pinconning Road, Pinconning MI 48650, Term Expires: December 31, 2016  
Linda Anderson, 3655 N. Nine Mile Rd, Pinconning, MI 48650, Term Expires: December 31, 2018  
Mark Couter, 1601 E. Erickson Road, Pinconning, MI 48650, Term Expires: December 31, 2018

**Polling Locations, Pinconning Area Schools**

Beaver Township, Beaver Township Hall, 1850 Garfield Rd., Auburn, MI  
Fraser Township, Fraser Township Hall, 1474 N. Mackinaw Rd, Linwood, MI  
Garfield Township, Garfield Township Hall, 1138 W. Erickson, Linwood, MI  
Gibson Township, Gibson Township Hall, 7214 N. Main St., Bentley MI  
Kawkawlin Township, Kawkawlin Township Hall, 1800 Parish Rd, Kawkawlin MI  
Mt. Forest Township, Mt. Forest Twp Hall, 1705 W Cody-Estey Rd, Pinconning, MI  
Pinconning Township, Pinconning Twp Hall, 1751 E. Cody-Estey Rd, Pinconning, MI  
City of Pinconning, Pinconning City Hall, 208 S. Manitou, Pinconning, MI  
Bentley Township, Bentley Township Hall, 4013 Estey Rd., Rhodes, MI  
Grim Township, Gibson Township Hall, 7214 N. Main St., Bentley MI

### Election Responsibilities Performed by the County Clerk

- Serve as the district's filing official and accept candidate filings, any ballot proposal language, check petitions for sufficiency, accept candidate withdrawals.
- Transmit copies of petitions to the local clerks for verification and certification of candidates for the ballot to the county clerk contingent on the type of election held.
- Publish one (1) Public Notice "Close of Registration" and "Notice of Election" in the Bay City Times. MCL 168.498 (3).
- Arrange for the programming, layout, proofing, coding and printing of ballots.
- May enter into mutual agreement for programming services contingent on jurisdiction of the ballot. Bay City Clerk to contract for programming if in odd year City elections.
- Assess programming fees per precinct for special elections based on actual costs.
- Send proof ballot to candidates and school district pursuant to State law.
- Address election day issues and "troubleshooting"
- Provide election inspector training on a two year cycle in conjunction with election inspector certification required by law.
- Order necessary supplies and precinct kits. Bay City Clerk to order precinct kits individually.
- Schedule canvass of election, provide election results for certification by Canvassers.
- Receives file copy of the "Acceptance of Office/Oath of Office" from School Secretary.
- Compile reimbursement requests from local clerks and present to the school board a verified account of actual costs of conducting the school district's regular or special election not later than 84 days after the date of the regular or special election as per law.
- Forward any reimbursement disputes to the Secretary of State for resolution.
- All other duties required of an election coordinator in conducting the school election as prescribed by law.

\*Public Act 233 of 2011 required School Board members to hold elections in November of even years effective November 2012.

\*MCL 168.305 (2) required all school district election coordinating committees to meet at four (4) year intervals to review and, if necessary, alter the election arrangements for conducting school elections, effective January 1, 2013.

### Election Responsibilities Performed by the Local Clerks

- Receive copies of the petitions for verification and certify candidates for the ballot to the County Clerk contingent on the type of election conducted.
- Conduct school district's regular and special elections per MCL 168.305 (2)
- Provide voting equipment for the district's elections
- Public notice and perform "Public Accuracy" testing
- Handle the distribution, receipt and processing of absentee ballot applications per law.
- Handle the issuance of absentee ballots and the return of voted absentee ballots per law.
- Handle Qualified Voter File (QVF) related responsibilities including the production of precinct lists, e-poll book functions and updating voter history.
- Appoint Election Inspectors with attempts to be made to work with three inspectors per precinct. Local clerks will determine if added inspectors are warranted based on election.
- The Chairperson and Election Inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the respective school board.
- Arrange for temporary employees as necessary; with payment by the local clerks prior to reimbursement from the respective school board.
- Set up polling places for election day. Arrange with Bay City School district officials for access to polling place for set up the day before election and allow time for vacating also.
- Handle election day issues and "troubleshooting".
- Deliver election day results/materials to County Clerk.
- Store voted ballots after the election.
- Present to the County Clerk a verified account of actual costs of conducting the school district's regular or special election as soon as possible. Upon receipt of a reimbursement request, the School Board must "pay or disapprove all or a portion of the verified account" within 84 days MCL 168.351. Schools would appreciate submission of the expenses prior to the end of their fiscal year.
- Local clerks hold the ability to establish precinct boundaries by resolution of their local Election Commission.
- All other duties required of a clerk in conducting the school election as prescribed by law.
- Bay City Clerk to order precinct supply kits individually.

Election Responsibilities Performed by the  
Secretary of the  
School Board

- Submit the agenda report to "Call the Election" or "Set the Specifics" of the ballot to include the ballot language and the names of board members for Board approval.
- Forward ballot language to the election coordinator if submitting a ballot question on a regular election date, on a date when a city or township within the school district is holding an election by adopting a resolution to that effect, not less than 70 days before the election date, or on a special election date as provided by section 641 (4).
- Within ten days after notification by the election coordinator of the election to a school board each member must file an acceptance of office with the school board Secretary.
- Receives "Acceptance of Office with Oath of Office" from newly elected candidate and forwards copy of said acceptance to the County Clerk.
- As past practice, responsible for rental fees of polling locations in the City of Bay City.
- Responsible for payment of absentee counting board(s) with the City of Bay City and the Townships of Frankenlust, Hampton, Kawkawlin, Monitor, Portsmouth and Williams, if applicable.
- Within three days after appointment to fill a vacancy provide written notice to the election coordinator. Notice to include name, address and office of the person who vacated the office and the same information for the person filling the vacancy. MCL 168.311
- School board shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs of conducting the election. (Precinct inspectors compensated by local jurisdictions prior to this date.)
- School Board may be subject to programming fees associated with ballot layout, including Voter Assisted Terminals and/or Voting tabulator devices.
- Work with city, township, county or state officials on "disapproved costs" issues.
- School board shall pay their applicable portion for the canvass of the votes.
- All other duties required of a school board secretary in conducting a school election as prescribed by law.
- When applicable, arranging for setting up of polling place for election day. Bay City school district officials to allow access to polling place the day before election day and allow access for vacating also.

This Initial Report/Agreement may be altered in writing upon the consent of the undersigned jurisdictions.

## Member

Cynthia A. Luczak  
Cynthia A. Luczak, Bay County Clerk

1/14/2013

1/15/13

1-16-13

1-23-13

**Figure 1**

1-14-13

1-14-13

1-30-13

1-14-13

1-14-13

1-31-13

1-14-13